



Application for RECORDS DISPOSITION STANDARD

1. Application Date <b>1/4/1974</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>EPD-5</b>		Date Received <b>JAN 10 1974</b>	Application No. / Date Completed <b>74-19 JAN 18 1974</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Environmental Protection Div., Water Supply 47 Trinity Avenue, Health Building Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mr. Robert Byers</b>	
		5. Working Title <b>Director, Water Supply</b>	6. Tel. No. <b>656-480</b>

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.  DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1970-date</b>	9. Exact Series Title <b>WATER PLANT REPORT FILE</b>
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10. What is the function of the office in which this record series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the operation of ground and surface water plants

Included are: Bacteriological Control of the          Water Supply System (Form EH 5.43); Well or Spring Plant Report (EH 5.6.); Monthly Report for Chlorination; Operation of the          Surface Water Purification Plant (Form EH 5.44); Laboratory Report (Form EH 5.49).

File is arranged: chronologically by year and thereunder alphabetically by water plant system.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				In Office(s)	In Storage Area(s)	This Year's	Last Year's
Letter-size File Drawers	5	8		1	1½		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6			
			AVERAGE DAILY REFERENCES	2	1	0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [ X ] [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] [ X ]
- 15. Is the information contained in this series ever summarized or published? [ ] [ X ]  
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [ ] [ X ]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [ X ]
- 18. Could the function be performed if the files were lost or destroyed? [ X ] [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [ X ]
- 20. Does the record series provide data as input to an EDP file? [ ] [ X ]
- 21. Does the record series contain documentation produced as EDP printout? [ ] [ X ]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [ X ]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [ X ]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [ ] STATE LAW
  - b. [ ] STATUTE OF LIMITATION
  - c. [ ] AUDIT PERIOD
  - d. [ ] FEDERAL LAW
  - e. [ X ] ADMINISTRATIVE DECISION
  - f. [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each  CALENDAR YEAR  FISCAL YEAR  OTHER \_\_\_\_\_, then:

- Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):
- Transfer to  State Records Center  Local Holding Area; hold 2 year(s):
- Destroy.
- Transfer to State Archives for permanent retention.
- Destroy immediately after cut-off.
- Other: (Specify)

The administrative, operational, and general reference value of the record series becomes minimal 3 years after cut off.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>J. M. Pearson</i>	1/4/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>J. Hamilton</i>	1/10/74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	1-17-74
	State Auditor/Designee		
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee	<i>R. P. Stuebel</i>	1-17-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS COMMITTEE